

# Public Relations Student Society of America (P.R.S.S.A) Club Constitution

## Eastern Connecticut State University

**Mission Statement:** To inform and educate students about the different aspects of Public Relations. As a student club of the Eastern community, the P.R.S.S.A Club is to provide networking and experience building activities and events for its members and Eastern community.

## **ARTICLE I – NAME**

The name of this club shall be \_Public Relations Student Society of America (P.R.S.S.A) (Club) of Eastern Connecticut State University.

## **ARTICLE II – PURPOSE**

It shall be the purpose of this organization to provide opportunities to experience aspects of public relations and build networks both on and off campus.

## **ARTICLE III – MEMBERSHIP**

Section 1 This organization will be open to all students currently registered at Eastern Connecticut State University.

Section 2 Anyone who attends three consecutive meetings will be considered a voting member of the **P.R.S.S.A** Club. However, anyone who has two inexcusable absences from regular meetings during the same semester will lose their voting privileges.

Section 3 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.

Section 4 Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

## **ARTICLE IV - EXECUTIVE BOARD & OFFICERS**

Section 1 The membership of the Executive Board shall consist of the President, Vice-President of Chapter Development, Secretary, Treasurer, Historian, and Public Relations.” The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4 The Executive Board shall meet periodically throughout the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

## **ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS**

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

### Section 1 The President shall:

- a. motivate members through enthusiastic attitude toward PRSSA
- b. prepare the meeting agendas;
- c. have the power to call executive board meetings and all regular and special meetings of the organization;
- d. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- e. have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- f. appoint a temporary secretary to take minutes when the secretary is absent;
- g. act as the spokesperson for the organization;
- h. be an ex-officio member of all standing and ad hoc committees except the nominating committee.
- i. attend all board meetings
- j. delegate responsibilities of officers and committees
- k. direct overall operation of chapter
- l. recommend and establish goals and objectives for the chapter to achieve
- m. assist the treasurer in collecting annual dues
- n. continually stay in contact with PRSSA National Committee

### Section 2 The Vice-President of Chapter Development shall:

- a. motivate members through enthusiastic attitude toward PRSSA
- b. assist the president with responsibilities as needed;
- c. carry out the duties of the president in the absence of the president;
- d. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- e. coordinate all social functions of the organization;

- f. serve as coordinator of all standing and ad hoc committees;
- g. be an ex-officio member of all standing and ad hoc committees.
- h. perform duties as delegated by president
- i. serve as a counselor to the president by recommending goals, objectives, plans and programs
- j. Promote and coordinate professional development and growth of chapter, both inside and outside of meetings

Section 3 Vice President of Financial Affairs shall:

- a. motivate members through enthusiastic attitude toward PRSSA
- b. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- c. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- d. complete, sign, and submit all financial paperwork;
- e. submit a financial report;
- f. keep track of the club's accounts, income, and expenditures;
- g. give a Treasurer statement of balance at every meeting;
- h. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- i. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.
- j. work with president in preparing the annual budget
- k. collect chapter and national dues at assigned time

Section 4 The Secretary shall:

- a. motivate members through enthusiastic attitude toward PRSSA
- b. keep a proper record of all activities of the club, including the minutes of every meeting;
- c. take attendance at all business meetings of the organization;
- d. prepare a roll call of members and call it when necessary;
- e. authenticate by his/her signature all records and documents of the organization;
- f. carry on the official correspondence of the club; which will be signed by the president;
- g. give 72 hours of notice of all meetings;
- h. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.
- i. assist the president in preparing agendas and assistance of president
- j. properly distribute the meeting minutes after every meeting
- k. maintain a record of the chapter members (home address, school address, phone number)

1. notify PRSSA headquarters of any changes in the chapter officers or advisors

Section 5 Vice President of Media Relations and Development shall:

- a. motivate members through enthusiastic attitude toward PRSSA
- b. maintain and record history of chapter for accurate record keeping from year to year
- c. coordinate photography for the chapter, chapter scrapbook and press release
- d. Maintain and update all of chapter's social media. This includes but is not limited to Twitter, Facebook, chapter blog, Progressions (National blog), and Forum (National publication)

Section 6 Vice President of Public Relations shall:

- a. Motivate members through enthusiastic attitude toward PRSSA
- b. Promote events and programs put on by chapter. This includes but is not limited to making phone calls, sending emails, creating and hanging posters and fliers, and working closely with (Historian or Vice-President of Media Relations and Development) to promote through social media.”
- c. Ensure the maintenance of a favorable public image for the chapter, as well as a mutually beneficial and harmonious relationship with the public and the ECSU community

**ARTICLE VI - ADVISOR(S)**

Section 1 The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

Section 2 The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3 The advisors shall give advice for the better performance of the organization.

Section 4 The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 5 The advisor shall serve at the discretion of the University.

**ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS**

Section 1 Elections shall be held for all offices, including those that are filled temporarily.

Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected.

Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March and no later than April of each year.

Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.

Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.

Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

### **ARTICLE VIII – VACANCIES**

Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency and election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

### **ARTICLE IX - IMPEACHMENT AND/OR RECALL**

Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

## **Article X – Meetings**

Section 1 Meetings of the organization shall be held at least once every two weeks during the academic year. There must be 48 hours of notice of all emergency meetings.

Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

## **Article XI – Amendments**

Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4 The constitution may be amended at a duly constituted meeting of the organization by two-thirds (2/3) vote provided that prior notice has been given.

## **Article XII - Parliamentary Authority**

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Call meeting to order

Take Attendance

Presidents Report

Vice President Report

Secretary Report

Treasurer Report

Sub-Committees

Call meeting to close

## **Article XIII – Ratification**

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.